

## **DIRECTOR OF ADMINISTRATIVE SERVICES**

### *Class Definition*

Under general direction, plans, organizes and directs the activities of the Department of Administrative Services.

### *Distinguishing Characteristics*

The Director of Administrative Services directs the activities of the Department of Administrative Services. The incumbent exercises considerable judgement and discretion in the administration of department divisions and their operations. The Director of Administrative Services is responsible for the development and implementation of policies and procedures relating to the operation and maintenance of administrative programs, long-range planning, and fiscal management of the department. This is an unclassified position in which the incumbent serves at the will of the Assistant City Manager.

### *Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, directs and reviews department functions, including finance, human resources, labor relations, risk management, fleet and facilities management, and information services.

Develops and directs the implementation of department goals, objectives, policies and procedures.

Prepares, reviews, analyzes and administers the department's annual operating budget.

Represents the City Manager before citizens and elected officials on financial and administrative matters of the City Council.

Acts as a technical advisor to the City Manager, Assistant City Manager and City Council on department related matters.

Reviews plans, policy recommendations, budget estimates and proposed ordinances submitted by division heads.

Selects, supervises, coordinates, and reviews and evaluates the work of, subordinate managers.

Confers with the City Manager and /or Assistant City Manager regarding current and anticipated City and

department needs; prioritization of those needs, and feasibility of alternative approaches to meeting them.

Coordinates activities with other departments, divisions sections and outside agencies.

Attends City Council, committee and board meetings.

Performs other duties as assigned.

*Knowledge, Abilities and Skills*

Knowledge of principles of organization, administration, budget, and personnel management.

Knowledge of administrative organization and management of local government organizations.

Knowledge of merit system administration and departmental operating requirements.

Ability to coordinate activities with other City departments to determine changing human resource needs and to explain or interpret rules, procedures and policies.

Ability to plan, organize and direct the work of subordinate staff.

Ability to establish and maintain effective working relationships with City officials, subordinates and the public.

Ability to prepare clear, concise and comprehensive reports and other written materials.

*Minimum Qualifications*

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or related field, and five years of progressively responsible administrative experience in municipal government including significant experience in administration.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_